

**School Board Meeting Agenda**  
**Tuesday, July 17, 2018**  
**5:00 pm**  
**AAHS Classroom 121**

Present: X Amy Charpentier, X Deah Ehalt, ☐ Jill Heroff, ☐ Josh MacLachlan, ☐ Rachel McNamara, X Katie Siewert, ☐ Michael Levitz, X Eric Hove, ☐ Dean Walczak (business manager), X Mallery Hammers (ex-officio)

**Agenda**

1. Call To Order.
  - a. 5:16 Amy Charpentier calls the meeting to order
2. Approval of July 2018 Agenda and June 2018 Minutes.
  - a. Deah Ehalt motions to approve the July 2018 Agenda. Amy Charpentier seconds.
    - i. Discussion
    - ii. Motion passes: Unanimous
  - b. Eric Hove motions to approve the June 2018 minutes. Amy Charpentier seconds.
    - i. Discussion
      1. Rachael McNamara did attend the June 2018 meeting; her name needs to be checked in the header.
    - ii. Motion passes: Unanimous
3. Public Comments
4. Financial Report – Dean Walczak
  - a. Approval of June 2018 Financial Report
    - i. Amy motions to approve the financial report for June 2018. Eric Hove seconds.
    - ii. Discussion
      1. 100% through the year and 106% of the budget spent. Business Manager noted that there were extra, old lease CAM costs that were charged to the school in June 2018. David Massey should communicate with David Langer (landlord) regarding these charges.
      2. 85% of the budget's revenue totalling \$1,310,884 has been received during the 2017-18 school year. Revenue received including holdback from 2016-17 school year totals \$1,497,587. The school is still awaiting funds from the state.
    - iii. Motion passes: Unanimous
  - b. Approval of June 2018 Disbursements
    - i. Deah Ehalt motions to approve the June 2018 Disbursements. Amy Charpentier seconds.
    - ii. Discussion
      1. 0 transactions unaccounted for.
    - iii. Motion passes: Unanimous
  - c. Update on Formatting of Financial Documents
    - i. Dean made several minor changes to some of the reports, and he was waiting to make large changes until after the fiscal year ended last month. Katie Siewert will work with Dean in the coming months to improve each report.
5. TPS Report – Mallery Hammers
  - a. Enrollment: approximately 70; 22 seniors graduated last year. Enrollment committee is doing a Facebook add and sending out postcards to district 197 to increase enrollment.
  - b. ADM: unknown
  - c. School Events:
    - i. Parent Info Night is August 1st.
    - ii. Back to School Night is the Thursday before school starts
  - d. TPS Accountability Manager:
    - i. There is no update, because the RACI team kickoff meeting was postponed. Defer until August meeting.
  - e. Staffing:
    - i. 3 interviews were held, and 3 new teachers were hired:
      1. Language Arts: Danyelle Bennett

- 2. Math: Caley Vikerman
- 3. Social Studies: Ryan Bauer
- f. Committees:
  - i. TPS:
    - 1. Two full day development sessions held on July 9th and 10th. Very productive.
    - 2. Advisors are updating student credit documents.
  - ii. PerCom:
    - 1. This committee is being split into two entities:
      - a. Hiring task force:
        - i. Duties: job postings, hiring agreements, interviews
      - b. Accountability task force:
        - i. Duties: handle staff complaints, conflict/resolution, documentation of incidents and bringing issues to TPS if needed.
        - ii. Ty Cody and Julie Peterson will be the members of this committee
        - iii. Accountability flowchart
          - 1. There had been a previous iteration of this flowchart, but the updated version is more clear about who is accountable for what.
  - iii. Evaluation task force:
    - 1. Will be working alongside Rod Haenke and RACI team to develop evaluation systems for individual staff members and TPS as a team.
    - 2. Mallery will be contacting other schools to collaborate on evaluations
  - iv. Curriculum:
    - 1. Met for much of the 2nd development day to draft a class schedule for the year.
    - 2. Meeting again on August 1st to finalize class layout and start to schedule students.
  - v. Financial:
    - 1. Working on making purchase orders into a Google form to streamline process and ensure better compliance. When using the purchase request Google form, approved purchase requests will have a completed PO generated automatically.
  - vi. PLC Committee:
    - 1. Developing structures and schedule for training for weekly meetings.

## 6. Student Data

- a. Parent Survey Results - table these for next month's meeting
- b. Spring NWEA results - table these for next month's meeting
- c. Strategic Planning Committee will meet at the August 1 Parent info night

## 7. Strategic Items

- a. Review Board Self Evaluation examples from Green Isle Community School - table these for next month's meeting
- b. Policy Review
  - i. PTO - Second Reading
    - 1. Examples of policies of other schools (Andrea Harder - from Edvisions)
      - a. Andrea did confirm that were schools that allowed for staff members to be paid out for their PTO in amounts of \$50-\$100 per 8 hours.
      - b. Deah Ehalt will contact Josh MacLachlan and Andrea Harder to follow up on policy examples from other schools.
    - 2. Updates to the current language of the policy:
      - a. Clarify the various definitions of "resign" and "terminated".
        - i. No PTO paid out if:
          - 1. Resignation: staff member chooses to leave before the end of the school year
          - 2. Termination: staff member is fired during the school year
        - ii. PTO paid out if:
          - 1. Voluntary non-renewal: staff member completed the school year but chooses not to return the following year when given the option
          - 2. Involuntary non-renewal: staff member completed the school year and is not given the option to return the following school year
- b. Add language about how much money should be offered per 8 hour days for

staff members who are leaving who will be paid out.

- c. For future school years, create incentive to not take PTO during the school year by paying out PTO at the end of the year.

- i. It will not be feasible to have enough examples and analysis done in time for the 3rd reading of this policy next month.

- 3. After the board reads examples of other schools' policies, we will update the language in the policy to reflect a and b above to have the final language for the third reading of this policy at next month's meeting.

- c. RACI Team Update

- i. Evaluation of TPS Committee and Review of Evaluation Process (0.2.3) - the RACI team kickoff meeting was postponed due to inclement weather.
  - ii. Review at August 2018 board meeting

## 8. Action Items

- a. Approval of contract with business manager
  - i. Eric Hove motions to approve the contract with the business manager. Amy Charpentier seconds.
  - ii. Motion passes: Unanimous
- b. Appointment of new Parent Board Member - Leann Lindusky
  - i. Deah Ehalt motions to appoint Leann Lindusky as a new parent board member. Amy Charpentier seconds.
  - ii. Motion passes: Unanimous

## 9. Adjourn at 6:43 pm.

## PTO POLICY PROPOSALS - Josh MacLachlan

The board has been reviewing the school's PTO policy. The key factors regarding the current policy include:

- The context under which employees may be reimbursed for unused PTO (currently not clearly defined)
- The amount of PTO employees are allowed to bank (currently 240 hours)

There has been significant discussion as to how these and other variables affect staff retention, the school's perception by the public, and stability of the school's budget.

With these factors in mind, the following are my proposals for PTO policies in order of personal preference:

1. ***Employees can bank up to 240 hours of PTO. No payouts for unused PTO at end of year or end of employment.***
2. ***Employees can bank up to 240 hours of PTO. Payouts for unused PTO at end of employment in good standing at \$20/8-hours rounded down to nearest 8-hour unit. (e.g. 238 hours would be paid out at 232 hours)***
3. ***Employees can bank 160 hours of PTO. Payouts for unused PTO at end of employment in good standing at \$20/8-hours rounded down to nearest 8-hour unit. (e.g. 38 hours would be paid out at 32 hours)***
4. ***Employees can bank 120 hours of PTO. Payouts for unused PTO (beyond banked hours) at end of each year at \$20/8-hours rounded down to nearest 8-hour unit. (e.g. 38 hours would be paid out at 32 hours).***

**School Board Meeting Agenda**  
**Tuesday, August 21, 2018**  
**5:00 pm**  
**AAHS Classroom 121**

Present: ☐ Amy Charpentier, ☐ Deah Ehalt, ☐ Jill Heroff, ☐ Josh MacLachlan, ☐ Rachel McNamara, ☐ Katie Siewert, ☒ Michael Levitz, ☐ Eric Hove, ☐ Dean Walczak (business manager), ☐ Ty Cody(ex-officio)

**Agenda**

1. Call To Order
2. Approval of August 2018 Agenda and July 2018 Minutes
3. Public Comments
4. Financial Report – Dean Walczak
  - a. Approval of July 2018 Financial Report
  - b. Approval of July 2018 Disbursements
  - c. Update on Formatting of Financial Documents
  - d. Update on PO protocol
5. TPS Report – Ty Cody
  - a. Enrollment:
  - b. ADM:
  - c. School Events:
  - d. TPS Accountability Manager
  - e. Staffing:
  - f. Committees:
    - i. TPS:
    - ii. PerCom:
    - iii. Evaluation task force:
    - iv. Curriculum:
    - v. Financial:
    - vi. PLC Committee:
    - vii. ESSA task force:
6. Student Data - Josh MacLachlan
  - a. Spring NWEA results
  - b. Update on strategic Planning Committee meeting from August 1 Parent info night
7. Strategic Items
  - a. Review Board Self Evaluation examples from Green Isle Community School
  - b. Policy Review
    - i. 6.8 - PTO - Third Reading
    - ii. 7.1 - Staff Meetings
    - iii. 7.2 - Email
    - iv. 7.3 - Procedure for Handling Complaints
  - c. RACI Team Update
  - d. Trello - Katie
8. Action Items
  - a. Acknowledgment of Resignation of board member - Michael Levitz
  - b. Appointment of new board member - David Massey
  - c. Approval of updated PTO policy
  - d. Appointment of new board secretary
  - e. Approval of contract with Designs by Learning
9. Adjourn

Academic Arts  
Financial Summary  
Ending July 2018

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Actual vs. Budget YTD (1 month)		Ending June 8%	8/15/2018	Proposed budget	Revised Budget	budget-actual
Expense		YTD Actual	YTD-budget %	YTD as %		
School Admin and Support Services		\$ 11,434	6%	\$ 16,502	\$ 198,026	\$ - \$186,592
General Education		\$ 36,943	9%	\$ 32,932	\$ 395,184	\$ - \$358,241
State Special Education		\$ 30,717	5%	\$ 54,735	\$ 656,822	\$ - \$626,105
Federal Funds					\$ -	
	Sped 419	\$ -	0%	\$ 20,000		\$20,000
	sped 425	\$ -		\$ 1,832		
	Title 401	\$ -		\$ 2,084		
Learning Support		\$ -	0%	\$ 458	\$ 5,500	\$ - \$5,500
Student Support Transportation		\$ 3,438	4%	\$ 7,713	\$ 92,560	\$ - \$89,122
Food Service		\$ -	0%	\$ 1,667	\$ 20,000	\$ - \$20,000
Lease and Maintenance		\$ 23,076	8%	\$ 25,174	\$ 302,092	\$ - \$279,016
<b>TOTAL EXPENSE</b>		<b>\$ 105,607</b>	<b>6%</b>	<b>\$ 141,175</b>	<b>\$ 1,694,100</b>	<b>\$ - \$1,588,493</b>

Revenue

	FY17	YTD Actual	YTD-budget %				
Gen Ed	\$ -	\$ 92,088	10%	\$ 73,739	\$ 884,871	\$ 792,783	95 ADM
grants		\$ -		\$ -		\$ -	
Lease	\$ -	\$ -	0%	\$ 13,140	\$ 157,680	\$ 157,680	
State Special Education	\$ -	\$ -	0%	\$ 51,012	\$ 612,146	\$ 612,146	
Federal Special Education	\$ -	\$ -	0%	\$ 1,667	\$ 20,000	\$ 20,000	
Federal title I	\$ -	\$ -		\$ 326	\$ 3,916	\$ 3,916	
Federal title II		\$ -					
Other revenue		\$ -	0%	\$ 625	\$ 7,500	\$ 7,500	
Food Service	\$ -	\$ -	0%	\$ 667	\$ 8,000	\$ 8,000	
total		\$ -		\$ -			
<b>TOTAL REVENUE</b>	<b>\$92,088</b>	<b>\$92,088</b>	<b>5%</b>	<b>\$ 1,694,113</b>	<b>\$ -</b>	<b>\$ -</b>	

	Total	YTD
<b>Difference revenue-exp</b>	<b>\$ (13,520)</b>	<b>-\$13,520</b>

<b>Food Service</b>	\$ -
Expenses	\$ -
Revenue	\$ -

**Narration and explanation**

Expenses higher than revenue - no lease aid revenue - 1/2 special ed revenue  
A good number of AP-FY18 expenses carry over in to FY19  
Expected Sped payment on 8/30/2018

Academic Arts  
Budget to Actual  
Ending July 2018

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										Budgeted	Actuals
4119	R	01	005	000	000	060	000	Admission/Stud Acts		\$ (5,400)	\$ -
4119	R	01	005	000	000	092	000	Interest Earnings		\$ (100)	\$ -
4119	R	01	005	000	000	096	000	Gifts & Bequests		\$ (1,000)	\$ -
4119	R	01	005	000	000	099	000	Misc. Rev-Local Sources		\$ (1,000)	\$ -
4119	R	01	005	000	000	201	000	Endow Fund Apportion		\$ -	\$ -
4119	R	01	005	000	000	211	000	General Education Aid		\$ (884,871)	\$ (92,088)
4119	R	01	005	000	000	317	000	Fac maint		\$ -	\$ -
4119	R	01	005	000	317	300	000	State Aids & Grants		\$ -	\$ -
4119	R	01	005	000	348	300	000	Charter School Lease Aid		\$ (157,680)	\$ -
4119	R	01	005	000	401	400	000	Federal Aids & Grant		\$ (1,832)	\$ -
4119	R	01	005	000	414	400	000	Federal Aids & Grant		\$ (2,084)	\$ -
4119	R	01	005	000	419	400	000	Federal-Spec Educ General		\$ (20,000)	\$ -
4119	R	01	005	000	425	400	000	Federal Aids & Grant		\$ -	\$ -
4119	R	01	005	000	740	360	000	State Special Ed Aid		\$ (612,146)	\$ -
4119	R	02	005	000	469	477	000	Cash In Lieu Commod		\$ -	\$ -
4119	R	02	005	000	701	300	000	State Aids & Grants		\$ -	\$ -
4119	R	02	005	000	701	471	000	School Lunch-Fed		\$ (1,000)	\$ -
4119	R	02	005	000	701	472	000	Free/Reduced Lunch		\$ (7,000)	\$ -
4119	R	02	005	000	705	300	000	State Aids & Grants		\$ -	\$ -
4119	R	02	005	000	705	471	000	School Lunch-Fed		\$ -	\$ -
4119	R	02	005	000	705	472	000	Free/Reduced Lunch		\$ -	\$ -
Total Revenue										\$ (1,694,113)	\$ (92,088)
Total Expense										\$ 1,684,184	\$ 105,607
<b>ADMIN</b>										<b>\$ 198,026</b>	<b>\$ 11,434</b>
										<b>\$ 64,538</b>	<b>\$ 3,984</b>
4119	E	01	005	050	000	143	000	Lic Instr Sup Pers		\$ -	\$ -
4119	E	01	005	105	000	170	000	N-Instr Support		\$ 64,538	\$ 3,984
										\$ -	\$ -
										<b>\$ 36,244</b>	<b>\$ 1,527</b>
4119	E	01	005	105	000	210	000	Fica/Medicare		\$ 5,197	\$ 233
4119	E	01	005	105	000	214	000	Pera		\$ 3,398	\$ -
4119	E	01	005	105	000	220	000	Employee LTD Insurances		\$ 18,456	\$ 1,040
4119	E	01	005	105	000	250	000	Tsa/Mn Deferred Comp		\$ 3,398	\$ 199
4119	E	01	005	105	000	270	000	Workers Compensation		\$ -	\$ 17
4119	E	01	005	110	000	270	000	Worker's Comp		\$ 5,258	\$ -
4119	E	01	005	105	000	280	000	Reemployment Insur.		\$ 537	\$ 37
										<b>\$ 74,444</b>	<b>\$ 5,803</b>
4119	E	01	005	105	000	305	000	Consult/Fees For Svc		\$ 2,500	\$ -
4119	E	01	005	110	000	305	000	Business Management Contr		\$ 64,720	\$ 5,299
4119	E	01	005	110	000	320	000	Communications Svcs		\$ 3,000	\$ -
4119	E	01	005	110	000	329	000	Postage		\$ 1,500	\$ 504
4119	E	01	005	110	000	370	000	Op. Rentals & Leases		\$ 2,724	\$ -
										<b>\$ 6,800</b>	<b>\$ 119</b>
4119	E	01	005	110	000	401	000	General Supplies		\$ 6,800	\$ 119
										\$ -	\$ -
4119	E	01	005	107	000	555	000			\$ -	\$ -
										<b>\$ 16,000</b>	<b>\$ -</b>
4119	E	01	005	010	000	820	000	Dues & Membership		\$ -	\$ -
4119	E	01	005	050	000	820	000	Dues & Membership		\$ 16,000	\$ -
4119	E	01	005	110	000	820	000	Member Dues & Fees		\$ -	\$ -
4119	E	01	005	920	000	740	000	Loan Interest Payment		\$ -	\$ -

Academic Arts  
Budget to Actual  
Ending July 2018

Page 3		Gen Ed		Budgeted		Actuals	
				\$	395,184	\$	36,943
				\$	264,763	\$	17,792
4119 E 01 010 211 000 140 000	Teacher Salary	\$	259,763	\$			17,792
4119 E 01 010 216 401 140 000	Teacher Salary			\$			-
4119 E 01 010 216 401 140 011	Lic Classroom Tchr	\$	-	\$			-
4119 E 01 010 211 000 141 000	Teacher Assistant Salary			\$			-
4119 E 01 010 211 000 143 000	Lic Instr Sup Pers	\$	-	\$			-
4119 E 01 010 211 000 145 000	Teacher Substitutes	\$	5,000	\$			-
				\$	81,075	\$	5,485
4119 E 01 010 211 000 210 000	FICA	\$	21,745	\$			1,357
4119 E 01 010 211 000 218 000	TRA	\$	19,482	\$			1,372
4119 E 01 010 211 000 220 000	Insurance Benefits	\$	37,163	\$			2,576
4119 E 01 010 211 000 270 000	Workers Compensation			\$			78
4119 E 01 010 211 000 280 000	Reemployment Insur.	\$	2,685	\$			102
				\$	27,296	\$	374
4119 E 01 010 211 000 305 000	Contracted Services	\$	10,000	\$			-
4119 E 01 010 211 000 320 000	Communications Svcs	\$	1,296	\$			24
4119 E 01 010 211 000 366 000	Staff Business Travel	\$	3,000	\$			-
4119 E 01 010 211 000 394 000	To Non-Ed Agency	\$	13,000	\$			350
				\$	21,000	\$	13,292
4119 E 01 010 211 000 401 000	Sup/Mat Non-Instr.	\$	4,000	\$			13,292
4119 E 01 010 211 000 430 000	Instructional Supplies	\$	13,500				
4119 E 01 010 211 000 461 000	Standardized Tests	\$	2,500				
4119 E 01 010 211 000 490 000	Food	\$	1,000				
				\$	1,050	\$	-
4119 E 01 010 204 414 366 011	Trav/Conv/Conference			\$			2,950
				\$	656,822	\$	30,717
				\$	475,985	\$	23,322
4119 E 01 010 407 740 140 000	Teacher Salary - State			\$			-
4119 E 01 010 420 740 140 000	Lic Classroom Tchr	\$	163,807	\$			12,862
4119 E 01 010 407 740 143 000	Lic Instr Sup Pers	\$	-	\$			-
4119 E 01 010 420 740 143 000	Lic Instr Sup Pers	\$	49,500	\$			5,180
4119 E 01 010 407 740 157 000	Psychologist						
4119 E 01 010 420 740 157 000	Psychologist	\$	58,194	\$			5,280
4119 E 01 010 407 740 161 000	Paraprofessional						
4119 E 01 010 420 740 161 000	Paraprofessional	\$	204,484	\$			-
				\$	164,517	\$	7,395
4119 E 01 010 407 740 210 000	FICA			\$			-
4119 E 01 010 420 740 210 000	Fica/Medicare	\$	38,074	\$			1,731
4119 E 01 010 407 740 218 000	TRA			\$			-
4119 E 01 010 420 740 218 000	Tra	\$	21,713	\$			1,798
4119 E 01 010 407 740 220 000	Insurance Benefits			\$			-
4119 E 01 010 420 740 220 000	Employee LTD Insurances	\$	96,675	\$			3,431
4119 E 01 010 407 740 270 000	Workers Compensation			\$			-
4119 E 01 010 420 740 270 000	Workers Compensation			\$			270
4119 E 01 010 407 740 280 000	Reemployment Insur.			\$			-
4119 E 01 010 420 740 280 000	Reemployment Insur.	\$	8,055	\$			165
				\$	12,000	\$	-
4119 E 01 010 410 740 305 000	Consult/Fees For Svc	\$	-	\$			-
4119 E 01 010 411 740 305 000	Consult/Fees For Svc	\$	-	\$			-
4119 E 01 010 420 740 305 000	Consult/Fees For Svc	\$	12,000	\$			-
				\$			-
				\$	4,320	\$	-
4119 E 01 010 420 740 401 000	Sup/Mat Non-Instr.	\$	2,820	\$			-
4119 E 01 010 420 740 433 000	Sup/Mat Indiv Instr	\$	1,500	\$			-
				\$			-
4119 E 01 010 420 740 555 000	Technology Equipment			\$			-



Academic Arts  
Budget to Actual  
Ending July 2018

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										Budgeted	Actuals
Special Education Fed										\$ 20,000	\$ -
4119	E	01	010	420	419	303	000	Fed Sub Award SubCont <\$2		\$ 8,000	\$ -
4119	E	01	010	420	419	303	011	Fed Sub Award SubCont <\$25000		\$	-
4119	E	01	010	420	419	378	000	School Psychologist		\$ 2,000	\$ -
4119	E	01	010	420	419	401	000	Sup/Mat Non-Instr.		\$ 10,000	\$ -
4119	E	01	010	420	419	401	011	Sup/Mat Non-Instr.		\$	-
Fed title 2 - CEIS										\$	-
4119	E	01	010	422	425	157	000	Psychologist		\$	-
4119	E	01	010	422	425	157	011	Psychologist		\$	-
Fed Title I										\$	-
4119	E	01	010	216	401	140	000	Teacher Salary		\$	-
4119	E	01	010	216	401	140	011	Lic Classroom Tchr	\$ -	\$	-
4119	E	01	010	216	401	329	000	Postage & Parcel Svc	\$ -	\$	-
4119	E	01	010	216	401	360	000	Tran-Contract/Pub	\$ -	\$	-
4119	E	01	010	216	401	401	000	Non - Instructional Supplies	\$	\$	-
4119	E	01	010	216	401	490	000	Food	\$ -	\$	-
										\$ 5,500	\$ -
4119	E	01	005	640	000	366	000	Trav/Conv/Conference	\$ -	\$	-
4119	E	01	010	640	000	305	000	Consult/Fees For Svc	\$ 5,500	\$	-
4119	E	01	010	640	000	366	000	Trav/Conv/Conference		\$	-
Student Support										\$ 92,560	\$ 3,438
										\$ 26,563	\$ 2,538
4119	E	01	005	710	000	141	000	N-Lic Classroom Pers		\$ 18,000	
4119	E	01	005	710	000	143	000	Licensed Support		\$ 5,500	2,538
4119	E	01	005	710	000	157	000	Psychologist		\$ 3,063	-
										\$ 9,607	\$ 566
4119	E	01	005	710	000	210	000	FICA		\$ 2,184	\$ 194
4119	E	01	005	710	000	214	000	Pera		\$ 1,992	
4119	E	01	005	710	000	218	000	TRA			\$ 196
4119	E	01	005	710	000	220	000	Health Insurance		\$ 3,718	\$ 141
4119	E	01	005	710	000	270	000	Workers Compensation			\$ 11
4119	E	01	005	710	000	280	000	Reemployment Insur.		\$ 1,713	\$ 24
										\$ 56,390	\$ 45
4119	E	01	005	760	723	305	000	Contracted Services		\$	-
4119	E	01	005	760	720	360	000	Contracted Transportation R	\$ 15,390	\$	-
4119	E	01	005	760	723	360	000	Contracted Transportation S	\$ 21,000	\$	45
4119	E	01	005	760	723	370	000	Op. Rentals & Leases	\$ 18,000	\$	-
4119	E	01	005	760	728	360	000	Tran-Contract/Pub		\$	-
4119	E	01	005	760	733	360	000	Tran-Contract/Pub	\$ 2,000	\$	-
										\$ -	\$ 289
4119	E	01	005	760	723	401	000	Sup/Mat Non-Instr.	\$ -	\$	209
4119	E	01	005	760	723	440	000	Fuels		\$	2,045
4119	E	01	005	760	733	440	000	Fuels		\$	-
Facilities										\$ 302,092	\$ 23,076
4119	E	01	005	810	000	305	000	Contracted Services	\$ 5,000	\$	-
4119	E	01	005	810	000	330	000	Utility Services	\$ 67,260	\$	5,605
4119	E	01	005	810	000	350	000	Repairs & Maintenance		\$	-
4119	E	01	005	810	000	401	000	Supplies	\$ 1,000	\$	-
4119	E	01	005	850	348	370	000	Building Lease/Rent	\$ 219,332	\$	17,471
4119	E	01	005	940	000	340	000	Property and Liability Insur	\$ 9,500	\$	-
Lunch										\$ 14,000	\$ -
4119	E	02	005	770	701	305	000	Consult/Fees For Svc	\$ -	\$	-
4119	E	02	005	770	701	401	000	Sup/Mat Non-Instr.	\$ -	\$	-
4119	E	02	005	770	701	490	000	Food	\$ 14,000	\$	-
4119	E	02	005	770	701	495	000	Milk		\$	-
4119	E	02	005	770	705	490	000	Food		\$	-

Academic Arts  
Cashflow  
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		2018.00	2018.00	2018.00	2018.00	2018.00	2018.00
Month:		July	August	Sept	Oct	Nov	Dec
<b>Cash on Hand (beginning cash)</b>		<b>252129.00</b>	<b>252194.37</b>	<b>251854.29</b>	<b>251514.21</b>	<b>251174.14</b>	<b>250834.06</b>
Gen Ed		73,739	\$ 92,088	\$ 72,071	\$ 72,071	\$ 72,071	\$ 72,071
Grants		0					
Lease		13,140	\$ -	\$ 14,335	\$ 14,335	\$ 14,335	\$ 14,335
State Special Education		51,012	\$ -	\$ 55,650	\$ 55,650	\$ 55,650	\$ 55,650
Federal Special Education		1,667	\$ -	\$ 1,818	\$ 1,818	\$ 1,818	\$ 1,818
Federal title I		153	\$ -	\$ 167	\$ 167	\$ 167	\$ 167
Federal title II		174	\$ -	\$ 189	\$ 189	\$ 189	\$ 189
Other revenue		625	\$ -	\$ 682	\$ 682	\$ 682	\$ 682
Food Service		500	\$ -	\$ 545	\$ 545	\$ 545	\$ 545
		0					
<b>RECEIPTS from other sources</b>		0					
<b>Loan/Line of credit proceeds</b>		0					
		0					
<b>TOTAL RECEIPTS</b>		\$ 141,009	\$ 92,088	\$ 145,457	\$ 145,457	\$ 145,457	\$ 145,457
<b>DISBURSEMENTS for Operations</b>							
School Admin and Support Services		\$ 17,469	\$ 11,433	\$ 18,018	\$ 18,018	\$ 18,018	\$ 18,018
General Education		\$ 32,932	\$ 23,651	\$ 33,776	\$ 33,776	\$ 33,776	\$ 33,776
State Special Education		\$ 54,735	\$ 30,549	\$ 56,934	\$ 56,934	\$ 56,934	\$ 56,934
Federal Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sped 419		\$ 1,667	\$ -	\$ 1,818	\$ 1,818	\$ 1,818	\$ 1,818
sped 425		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title 401		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Learning Support		\$ 458	\$ 165	\$ 485	\$ 485	\$ 485	\$ 485
Student Support Transportation		\$ 4,699	\$ 45	\$ 5,122	\$ 5,122	\$ 5,122	\$ 5,122
Student Support		\$ 3,014	\$ 3,102	\$ 3,006	\$ 3,006	\$ 3,006	\$ 3,006
Food Service		\$ 1,167	\$ -	\$ 1,273	\$ 1,273	\$ 1,273	\$ 1,273
Lease and Maintenance		\$ 25,174	\$ 23,076	\$ 25,365	\$ 25,365	\$ 25,365	\$ 25,365
<b>TOTAL OPERATING DISBURSEMENTS</b>		\$ 141,316	\$ 92,022	\$ 145,797	\$ 145,797	\$ 145,797	\$ 145,797
<b>DISBURSEMENTS for Financing</b>		0					
Mortgage payments		0					
prepaids		0	0.00	0.00	0.00		
Food Service		0			0.00		0.00
Payments on past due obligations		0	0.00	0.00	0.00		
receivable		0		0.00		0.00	
<b>DISBURSEMENTS for Capital Expe</b>		0					
Month:		0	July	August	Sept	Oct	Nov
<b>TOTAL DISBURSEMENTS</b>		141,316	92022.14	145796.71	145796.71	145796.71	145796.71
		0					
<b>NET CASH FOR THE PERIOD</b>		(306)	65.37	-340.08	-340.08	-340.08	-340.08
		0					
<b>ENDING CASH</b>		0	252194.37	251854.29	251514.21	250834.06	250493.98

Academic Arts  
Cashflow  
Ending July 2018

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	2019.00	2019.00	2019.00	2019.00	2019.00	2019.00	
Month:	Jan	Feb	Mar	April	May	June	Year total
<b>Cash on Hand (beginning cash)</b>	<b>250493.98</b>	<b>250153.90</b>	<b>249813.82</b>	<b>249473.74</b>	<b>249133.67</b>	<b>248793.59</b>	<b>252129.00</b>
Gen Ed	\$ 72,071	\$ 72,071	\$ 72,071	\$ 72,071	\$ 72,071	\$ 72,071	\$ 884,869
Grants							
Lease	\$ 14,335	\$ 14,335	\$ 14,335	\$ 14,335	\$ 14,335	\$ 14,335	\$ 157,680
State Special Education	\$ 55,650	\$ 55,650	\$ 55,650	\$ 55,650	\$ 55,650	\$ 55,650	\$ 612,146
Federal Special Education	\$ 1,818	\$ 1,818	\$ 1,818	\$ 1,818	\$ 1,818	\$ 1,818	\$ 20,000
Federal title I	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 1,832
Federal title II	\$ 189	\$ 189	\$ 189	\$ 189	\$ 189	\$ 189	\$ 2,084
Other revenue	\$ 682	\$ 682	\$ 682	\$ 682	\$ 682	\$ 682	\$ 7,500
Food Service	\$ 545	\$ 545	\$ 545	\$ 545	\$ 545	\$ 545	\$ 6,000
<b>RECEIPTS from other sources</b>							
<b>Loan/Line of credit proceeds</b>							
<b>TOTAL RECEIPTS</b>	<b>\$ 145,457</b>	<b>\$ 145,457</b>	<b>\$ 145,457</b>	<b>\$ 145,457</b>	<b>\$ 145,457</b>	<b>\$ 145,457</b>	<b>\$ 1,692,111</b>
<b>DISBURSEMENTS for Operations</b>							
School Admin and Support Services	\$ 18,018	\$ 18,018	\$ 18,018	\$ 18,018	\$ 18,018	\$ 18,018	\$ 209,628
General Education	\$ 33,776	\$ 33,776	\$ 33,776	\$ 33,776	\$ 33,776	\$ 33,776	\$ 395,184
State Special Education	\$ 56,934	\$ 56,934	\$ 56,934	\$ 56,934	\$ 56,934	\$ 56,934	\$ 656,822
Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sped 419	\$ 1,818	\$ 1,818	\$ 1,818	\$ 1,818	\$ 1,818	\$ 1,818	\$ 20,000
sped 425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title 401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Learning Support	\$ 485	\$ 485	\$ 485	\$ 485	\$ 485	\$ 485	\$ 5,500
Student Support Transportation	\$ 5,122	\$ 5,122	\$ 5,122	\$ 5,122	\$ 5,122	\$ 5,122	\$ 56,390
Student Support	\$ 3,006	\$ 3,006	\$ 3,006	\$ 3,006	\$ 3,006	\$ 3,006	\$ 36,170
Food Service	\$ 1,273	\$ 1,273	\$ 1,273	\$ 1,273	\$ 1,273	\$ 1,273	\$ 14,000
Lease and Maintenance	\$ 25,365	\$ 25,365	\$ 25,365	\$ 25,365	\$ 25,365	\$ 25,365	\$ 302,092
<b>TOTAL OPERATING DISBURSEMENTS</b>	<b>\$ 145,797</b>	<b>\$ 145,797</b>	<b>\$ 145,797</b>	<b>\$ 145,797</b>	<b>\$ 145,797</b>	<b>\$ 145,797</b>	<b>\$ 1,695,786</b>
<b>DISBURSEMENTS for Financing</b>							
<b>Mortgage payments</b>							0.00
<b>prepaids</b>			0.00		0.00	0.00	
<b>Food Service</b>	0.00	0.00		0.00	0.00		
<b>Payments on past due obligations</b>				0.00	0.00	0.00	0.00
<b>receivable</b>							
<b>DISBURSEMENTS for Capital Expenses</b>							
Month:	Jan	Feb	Mar	April	May	June	Year total
<b>TOTAL DISBURSEMENTS</b>	<b>145796.71</b>	<b>145796.71</b>	<b>145796.71</b>	<b>145796.71</b>	<b>145796.71</b>	<b>145796.71</b>	<b>1695786.00</b>
<b>NET CASH FOR THE PERIOD</b>	<b>-340.08</b>	<b>-340.08</b>	<b>-340.08</b>	<b>-340.08</b>	<b>-340.08</b>	<b>-340.08</b>	<b>-3675.49</b>
<b>ENDING CASH</b>	<b>250153.90</b>	<b>249813.82</b>	<b>249473.74</b>	<b>249133.67</b>	<b>248793.59</b>	<b>248453.51</b>	<b>248453.51</b>

Academic Arts  
Disbursement Listing  
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Check #	Type	Date	Vendor	Amount	Description
6089	CH	7/25/2018 00:	ACT	\$ 1,291.50	AP FY 18 - tests
6090	CH	7/25/2018 00:	Booth Law Group	\$ 329.00	edit memorandum re lease
6091	CH	7/25/2018 00:	CKC Good Food	\$ 731.60	AP FY 18 - Food Service
6092	CH	7/25/2018 00:	cmERDC	\$ 1,087.50	Smartfinance
6093	CH	7/25/2018 00:	DEAN WALCZAK	\$ 2,916.00	Fin mgmt june 2018
6094	CH	7/25/2018 00:	Dick's Sanitation	\$ 97.88	AP FY 18 - Compsting
6095	CH	7/25/2018 00:	Metro Sales	\$ 110.75	contracted copier
6096	CH	7/25/2018 00:	Premium Water Inc	\$ 66.24	AP FY 18 - Supplies
6097	CH	7/25/2018 00:	Southview Office CenterLLC	\$23,076.17	july lease
6098	CH	7/25/2018 00:	Taxi Servcies	\$ 45.00	sped transport
6099	CH	7/25/2018 00:	Teachers on Call	\$ 271.30	AP FY 18 - contracted teachers
6100	CH	7/25/2018 00:	US Bancorp Equipment Finance	\$ 221.66	AP FY 18 - copier lease
7102018	WX	7/31/2018 00:	JIMMY JOHN'S	\$ 77.98	prof dev lunch
7112018	WX	7/31/2018 00:	Holiday Gas Station	\$ 12.28	staff dev
7122018	WX	7/31/2018 00:	Century Link	\$ 314.75	AP FY 18 - Phones
7172018	WX	7/31/2018 00:	EDVISIONS COOPERATIVE	\$63,688.09	payroll july 2018
7252018	WX	7/31/2018 00:	UNITED STATES POSTAL SERVICE	\$ 504.00	postage
7262018	WX	7/31/2018 00:	OFFICE MAX	\$ 8.22	Supplies
7272018	WX	7/31/2018 00:	Ford	\$ 1,163.71	AP FY 18 - Sped van
7302018	WX	7/31/2018 00:	Ford	\$ 461.38	AP FY 18 - Sped van
7312018	WX	7/31/2018 00:	facebook	\$ 24.31	Ad
20181653	CH	7/31/2018 00:	Neighborhood House	\$ 350.00	grad site rental
71120182	WX	7/31/2018 00:	Chipotle	\$ 70.01	prof dev lunch
71120183	WX	7/31/2018 00:	Treasure Island Center	\$ 5.00	prod dev lunch
71220182	WX	7/31/2018 00:	Comcast	\$ 311.84	AP FY 18 - Internet

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Balance Sheet  
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**Balance Sheet**

<b>Assets</b>				<b>7/1/2018</b>
B	01	101	000 Cash	\$ 105,725
B	01	115	000 Accounts Receivable	\$ 7,306
B	01	121	000 Due From MDE	\$ 142,575
B	01	122	000 Due From MDE FED	
B	01	131	000	\$ -
			Total Assets	\$ 255,606
<b>Liabilities</b>				
	01	202	000 Short Term Liability	
B	01	206	000 Accounts Payable	
B	01	230	000 Deferred Revenue	
B	01	201	000 Payroll Liability	\$ (115,397)
B	01	202	000 Short Term Indebtedness	
			Total Liabilities	\$ (115,397)
<b>Fund Balance</b>				
B	01	422	000 Unreserved/Undesignated Fund Balance	\$ 140,209
<b>Lunch Funds</b>				
B	02	101	000 Cash	\$ (19,867)
	02	115	0 AR	
	02	206	000 Accounts Payable	\$ -
<b>Student activities</b>				
B	30	101	000 Cash - Student Council	
B	30	422	000 Unreserved/Undesig	

## **AAHS Board Policies to Review - 8/21/2018**

### **Policies being reviewed:**

- **6.8 - Leaves of Absence**
- **7.1 - Staff Meetings**
- **7.2 - Email**
- **7.3 - Procedure for Handling Complaints**

## **6.8 LEAVES OF ABSENCE**

### **1. Leave Days**

Paid time off will be honored following 30 days of employment. The grid below outlines your PTO hours/days.

<b>Years worked</b>	<b>PTO</b>	<b>FOR 12 Month Employee (ADD )</b>	<b>Total for 12 month</b>
<b>0 - 1</b>	72 hours (9 days)	8 hours (1 days)	80 hours
<b>2 - 4</b>	80 hours (10 days)	16 hours (2 days)	96 hours
<b>5 - 6</b>	88 hours (11 days)	24 hours (3 days)	112 hours
<b>7 - 10</b>	96 hours (12 days)	32 hours (4 days)	128 hours

If you choose to resign or are terminated, your PTO will not be reimbursed.

Full-time licensed teachers and/or salaried members shall take no more than 10 consecutive days off unless approved.

PTO for the school year is added to the employee's PTO bank (maximum 240 hours) at the issuance of their first paycheck for that school year. PTO taken will be subtracted from the employee's accrued time bank in hourly increments. Temporary employees, contract employees, and interns are not eligible to accrue PTO.

To take PTO requires two days of notice to the Personnel Committee unless the PTO is used for legitimate, unexpected illness or emergencies. (Use the Paid Time Off form to request PTO.) A maximum of three employees may take PTO per work day, and legitimate uses are granted on a first come basis. In all instances, PTO must be approved by the Personnel Committee in advance.

Employees may use PTO for any unpaid leave days covered under section 6.8 if desired, but all other instances of absence require PTO to be used until the employee's PTO bank reaches 0 hours. At that time, all future time off is considered unpaid leave.

Employees will be notified once their bank reaches 24, 16, 8, and 0 hours. In the event an employee takes unpaid leave at 0 banked hours, a formal warning of their contracted work time is issued.

Black Out Periods (All): Final school week before Winter break and final week of school.

### **Academic Arts Family Leave Policy**

Academic Arts High School provides 6 calendar weeks of family leave at 100% of salary for a new child regardless of medical need (i.e. birth mothers, fathers, and adoptive parents all qualify) in conjunction with the forfeit of 10 days of accrued PTO. Without forfeit of 10 days of PTO, leave would be at 60% of salary.

Those taking Family/Medical Leave are not responsible for the duties that fall under their job description, however, some duties within the job description, as well as outside of it, can be contracted to the employee upon Personnel Committee approval.

#### **2. Voting**

Members will be granted time-off on Election Day to vote in any statewide general election or to fill a vacancy in Congress. Members are encouraged to vote prior to or after normal working hours if it is at all possible.

#### **3. Absences for Child's School Activities (Minnesota State Law)**

Under Minnesota Law regarding working-parent rights, every employee is entitled to take up to 16 hours unpaid leave a year to attend their children's school conferences, classroom activities, child care or other early childhood program. Employees may use vacation time. The employee should try to give his/her supervisor reasonable notice of the upcoming absence.

#### **4. Absences for Sick Child Care**

Under Minnesota Law regarding working-parent rights, if you work at least half time, you are allowed to use your accrued sick leave to care for your sick dependent child. Dependent child is defined the same as the Employer's Health Insurance Policy. See #7 below if child's illness is three days or longer.

#### **5. Jury Duty**

A member who has completed 90 days of employment and has been summoned for jury duty will be allowed time off with pay for jury duty. The member will need to show evidence of selection and any fees received are to be given to the Employer except for allowance for transportation to and from jury duty.

The member is expected to work as much of the regularly scheduled assigned day

as possible when not actually on jury duty. You are required to work before and after jury duty if able to work a minimum of two consecutive hours. It is necessary for you give the Employer as much advance notice as possible.

Members who are already off work and receiving Disability Leave pay are not eligible to receive additional paid time due to serving on jury duty.

#### **6. Military Leave**

Time off *without pay* will be granted to members who are required to report for military duty, including Reserve and National Guard duty. Disability Leave will be used during this time off.

#### **7. Child Care/Family and Medical Leave**

Child Care/Family Medical Leaves are to affirm EdVisions Cooperative and Academic Arts High's commitment to children and families. This parenting/child care leave and family medical leave policy is hereby created to provide all staff with a clear understanding and interpretation of the use and administration of Minnesota Statutes (Parenting /Child Care Leave and Federal Public Law (Family and Medical Leave Act).

Furthermore, the EdVisions Cooperative staff will provide its members with support and assistance in reviewing and selecting the most appropriate options available to them. For the purposes of this policy, "parent" shall be an eligible staff member who is a natural or adoptive parent or guardian.

All leaves covered by this policy, except as provided for in Federal law, Minnesota Statute and/or PTO policy shall be unpaid leave. The statutory leaves set forth benefits that must be provided to all staff members who are eligible for the leaves.

#### **Six-week Leave**

A staff member who does not qualify for leave under the Family Medical Leave Act (12 week leave –see below) may qualify for a six-week unpaid leave for birth or adoption of a child. The member needs to request the leave at least 30 days in advance. The school will continue to provide health insurance benefits under its group health plan under the same conditions coverage would have been provided had the staff member not taken a leave. A staff member's failure to pay on time may result in termination of coverage. Repayment of the schools contribution may be required should the member not return from the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

#### **Twelve-week Leave**

Regular full-time staff members who have been employed by the School for at-least 12 months and have worked at least 1,250 hours during the 12-month period immediately



preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- Birth of the staff member's child
- Placement of an adopted or foster child with the staff member;
- To care for the staff member's spouse, son, daughter, or parent with a serious health condition; and/or
- The staff member's serious health condition makes the person unable to perform the functions of the staff member's job.

1. For the purposes of this policy, "year" is defined as a rolling 12 month period measured backward from the date the staff member uses any leave.
2. A "serious health condition" typically requires either inpatient care, an absence of 3 or more days for a serious health condition or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
3. Eligible spouses employed by the school are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the staff member's own serious health condition.
4. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school site or when medically necessary. However, part-time staff members are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week.
5. If a staff member requests a leave for a serious health condition of the staff member or the staff member's spouse, child or parent, the staff member will be required to submit sufficient certification. In such a case, the staff member must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
6. Requests for leave shall be made to the Teacher Professional Partnership. Staff members must give 30 days written notice of a leave of absence where practicable. Staff members are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school site, subject to and in coordination with the health care provider.
7. During the period of a leave permitted under this policy (which does not exceed a total 12 work weeks in the applicable 12 month period), the school will provide health insurance under its group health plan under the same conditions coverage would have been provided had the staff member not

taken the leave. The staff member will be responsible for payment of the staff member contribution to continue group health insurance coverage during the leave. A staff member's failure to make necessary and timely contributions may result in termination of coverage. The staff member may be allowed to substitute earned PTO leave for unpaid leave: the eligible PTO days must have been earned in the months prior to the implementation of the unpaid leave.

8. Staff members returning from leave permitted under this policy (which does not exceed a total of 12 work weeks in the applicable 12 month period) are eligible for reinstatement in the same or equivalent position as provided by law. However, the staff member has no greater right to reinstatement or to other benefits and conditions of employment than if the staff member had been continuously employed during the leave.
9. A staff member who does not return to work after leave or does not return for at least 30 working days, may, in some situations, be required to reimburse the school for the cost of the health plan premiums paid by it.
10. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 (FMLA) and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that ACT and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, that language of the applicable law will prevail.

#### **8. Extended Personal Leave**

There may be a situation that arises that does not fit in one of the above categories. If that is the case you should contact the Office Manager to determine options for an unpaid personal leave up to 4 weeks.

Contact the Office Manager or EdVisions Cooperative for the Leave Request Form.

### **7.1 STAFF MEETINGS**

Regular staff meetings will be held and attendance is required. These informative meetings allow members to be informed on recent Cooperative and/or School activities, changes in the workplace and member recognition.

### **7.2 E-MAIL**

Communication over e-mail is a convenient mode for communicating with all staff at the same time. Staff are expected to check their Academic Arts e-mail account daily in order to maintain a working knowledge of events, schedules, and changes.

### **7.3 PROCEDURE FOR HANDLING COMPLAINTS**

Under normal working conditions, members who have a job-related problem, question or complaint should first discuss it with the appropriate person or peer partner. At this level, members usually reach the simplest, quickest, and most satisfactory solution. If this does not solve the problem, the member may take this issue into the Restorative Justice process. This process follows many guidelines and addresses an order of events that must occur for serious complaints and concerns. Prism Teacher Professional Practice will inform EdVisions Cooperative and the Academic Arts High School Board of any corrective action that has serious legal concerns and/or may lead to the termination of an employee.

Strategic Planning Session - August 1, 2018  
Academic Arts High School - Parent Information Night

**Description:** strategic planning session with new and potential parents and students to assess needs. There were approximately 12 parents and students in attendance asking questions about the school's learning program and discussing specific needs of students.

**Summary:** The guiding question "what do you need in a school" was used to facilitate discussion. Parents and students discussed the following areas:

- Guided Learning - "You don't know what you don't know"
- Safe Learning Environment - "Failure is Good"
  - Students need to feel safe emotionally, academically, physically, etc.
  - Students need to feel safe taking academic risks... failure is the first step to learning something... getting the correct answer every time is not the goal... grit is important.
- Different Perspectives - "Willingness to admit ignorance and learn"
  - Students AND staff
  - Cultural
  - Academic
  - Personal
- Personal Relationships - "Students need to be seen as people"
  - Helps with Accountability for both students and staff
- The Right Support for Individuals - "We all have different needs"
  - Academic
  - Mental Health
  - Personal

